

CIA HISTORICAL REVIEW PROGRAM  
RELEASE *AS SANITIZED*  
2003

LETTER OF INSTRUCTIONS

TO: LASC OFFICER, SCRANTON

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You will be constantly on the alert for additional opportunities for KUBARK exploitation and will make detailed recommendations to the Chief of Project regarding same.

5. Services to be rendered by the Cover Company

As per cover plan SCRANTON, Attachment II, cover company is nominal only and ~~it~~ provides no services other than a backstopped P.O. box address.

6. Funds Required and Source

Such funds as you may require <sup>in advance</sup> must be authorized by Project Headquarters and will be supplied by [ ] (JBFLUX) through a cut-out, or by other channels available to you.

7. Other Steps Required

None.

8. Security

You have been fully investigated and cleared for foreign operations.

You are specifically charged with both physical, ~~and~~ operational and KUCLOB security in your activities. You will bring to the attention of the Chief of Project any unusual problems.

You will keep no files other than that pertaining to training

personalities, schedules, evaluations and assessments. All personali-

ties will be known to you only by nick names, which nick names you <sup>and you will assign symbols</sup>

as per addendum B and C for will use in dispatches and correspondence, cables.

MEMORANDUM TO:

1 January 1954

SUBJECT: Letter of Instructions

1. Departure and Arrival

You will depart LINCOLN via air at such time as to permit your arrival in (capital), JBFLUX, on or about 14 January 1954. On arrival in JBFLUX, you will proceed to implement your contact plan (see attachment III) and, as per previous arrangement, commence your mission activity (see attachment I).

You will notify Project Headquarters of your arrival in JBFLUX through out-out to [ ] (capital) JBFLUX.

2. Cover

KUBARK has arranged for your cover as per attachment II. In order to properly maintain your cover you will:

- a. Perform all duties and assignments required of you by your <sup>the</sup> ~~superior~~ <sup>Project</sup> office, Headquarters, with your cover role in mind.
- b. Insure that your general appearance and conduct is at all times in accordance with your cover position.
- c. Never carry any classified material with you while travelling outside the continental limits of FBPRIME.
- d. Never recognize other employees of KUBARK unless arrangements have been made in advance, or unless the situation is unusual.

3. Duties and Targets

Your primary mission is to plan and implement measures that will accomplish attachment I, particularly addendums B and C, in a manner which insures the prevention of detection of FBPRIME sponsorship. *Technical* *representatives will work with you to accomplish this mission.* *G KUCVUS*

4. Control

You will act under the direction and guidance of the Chief of Project, FBSUCCESS, except to that extent authority to act independently may be delegated to you by foregoing Headquarters. You are required to keep the Chief of Project (C/P) fully informed concerning your activities. You are required to obtain specific authorization from Project Headquarters before attempting to recruit any individuals previously spotted by you, or before engaging in any action not in accord with your regular cover.

*add: Technical communications training including procedures, commo security, signal plans and cryptology will be conducted under the direction of the Assistant Director for KUCVUS, complying with current KUCVUS and KUBARK security directives.*

9. Communications Plan

During your stay in JBFLUX, your channels of communication will be as follows:

- a. Principal: Through *Clendinning circuit direct from SCRANTON to KUBARK Hqs. Messages will be passed to LINCOLN*
- b. Alternate: *a. Through cut out to CJ, JBFLUX*  
*b. Through SECKFORD*
- c. Emergency: Through \_\_\_\_\_ PO Box \_\_\_\_\_ to Lincoln.

No copies of reports or cables sent to or from Headquarters will be retained on hand by you at any time. Such materials as you must consult must not remain outside the station over night.

10. Reports Procedure

You will submit cable reports as directed by this Headquarters and as follows:

- a. *a preliminary assessment of trainee candidates.*
- b. *Once per week submit an assessment of training and personalities of trainees.*
- c. *Once per week a personnel assessment.*
- d. At completion of training, *a cable* an evaluation of the operational capabilities of the man.
- e. *Once monthly a pouch report covering all activities, on chronological basis, will be forwarded to Project Hqs.*

Report formats are given in Addendum F, Attachment I.

11. Disaster Plan

You are authorized to move to any other middle American country or to FBPRIME in the event of an extreme emergency. In any case, you will communicate with Project Headquarters through the emergency communication channel, giving a return address in order that Project Headquarters may re-establish contact with you. Your message will impart only that information necessary to re-establish contact.

12. Finance

Your salary and all allowances will be paid into your personal checking account as instructed by you.

Operational and travel funds will be advanced you. You will account for the expenditure of these funds in the manner required by the Chief of Project. You will notify the Chief of Project well in advance when you anticipate the necessity of replenishing these funds.

ATTACHMENT I

MISSION  
TRAINING

I. Mission

- A. Your mission is to direct and conduct the training of twenty <sup>as radio operator agents</sup> (20) indigenous personnel in accordance with Addendums A through E, this attachment. You are in direct charge of this training and will have a KUCLOS <sup>representative to assist you</sup>.
- B. In addition you are to direct the indigenous leader (selected as per Addendum A, this attachment) in maintaining discipline, up-  
holding morale, building motivation and mental and physical stamina,  
and house keeping. In these and similar matters you will deal through  
the indigenous leader.
- C. You will maintain limited liaison with SEEKFORD and will <sup>carefully</sup> consider <sup>as per trainee only</sup> his recommendations <sup>carefully</sup> in carrying out your training mission.

II. Timetable <sup>training will commence January 1954 and continue to April 1954.</sup>

- A. Training will commence as soon as is possible. You should bear in mind at all times that training must be thorough and complete. As a guide to training schedules, it is pointed out that an untrained man must receive a full four months training but that individuals who have had previous training can be finished in less time.
- B. Upon arrival at SCRANTON, you will make an assessment of each trainee and advise the time necessary to complete training of that individual. Training schedules based on these evaluations cannot be altered without prior approval of headquarters.
- C. Upon completion of training each trainee will be evaluated by the Chief, Communications, PBSUCCESS, on his designated representative prior to certifying the trainees as being ready for operational assignment.

III. Personnel

- A. Twenty indigenous trainees <sup>will be provided you by SEEKFORD. These candidates must be qualified</sup> should be selected by appropriate aptitude tests for the peculiar ability to absorb radio operator training. Based upon these tests and personality evaluation you will undertake to divide the class into RRO's and TRO's as per Addendum B and C this attachment. The selection of these separate classes will <sup>as prepared</sup> have to be made at such time as you consider yourself ready to do so.

**ADDENDUM A:**

UNIT ORGANIZATION, SCRANTON

You will be furnished twenty indigenous trainee candidates and an indigenous leader from Rufus 1. You will organize this group as generally indicated in the following paragraphs and will furnish Project Headquarters details on the organization of Scranton once same has been effected.

You should set up, dealing through the indigenous leader provided with the Trainer-candidate, the following as a minimum:

- A. CHAIN OF COMMAND
- B. CAMP BOUNDARIES, RESTRICTED AREAS, AND OFF. LIMITS AREAS
- C. HOUSEKEEPING ROUTING
  - MORNING REPORT
  - DUTY ROSTER
  - LIBERTY ROSTER
  - QUARTERS ASSIGNMENTS.

Financing of the unit organization shall be done from a revolving fund of [ ] per month, which sum is allocated for guidance only as follows:

SUBSISTENCE 23 MEN @ [ ]/day  
RENT OF JEEP  
GAS & OIL & TRAVEL  
MEDICAL EXPENSES TRAINING AREA  
MISC PURCHASES

you are again reminded that any purchase over \$100.00 must bear <sup>Project</sup> Headquarters prior approval.

Payment of salaries of the trainee-candidates is to be done by their supreme commander.

Control and discipline will be effected by you through the indigenous leader. Your disposal channel for "sour" or unacceptable personnel will be via Seckford, Rufus and the SCANTON indigenous leader.

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C 7. 20 Feb 54